

THIS BULLETIN SUPERSEDES THE BULLETIN ISSUED ON FEBRUARY 2007
OPEN EXAMINATION



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)
CONTINUOUS TESTING
OPEN SPOT FOR ATASCADERO, COALINGA,
METROPOLITAN STATE HOSPITALS

SALARY RANGE: \$2453 - 2870

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

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| WHERE TO APPLY | ATASCADERO STATE HOSPITAL EMPLOYMENT OFFICE P.O. BOX 7005 ATASCADERO, CA 93423-7005 (805) 468-3384/TDD (805) 468-2009 | COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305 / TDD (559) 935-7120 |
| | METROPOLITAN STATE HOSPITAL SELECTION SERVICES UNIT 11401 SOUTH BLOOMFIELD AVENUE NORWALK, CA 90650 (562) 863-7011 / TDD (562) 863-1743 | |
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Submit an application to one address indicated above only. The location you submit your application will be the location your list eligibility is established upon successful completion of the exam. You may test at one location only. Do not submit applications to the State Personnel Board.

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| TESTING RESTRICTION | The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination. |
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| SPECIAL TESTING | If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements. |
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| APPLICATION DEADLINE | CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any time. |
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| EXAM PLAN | This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. This is an open examination. Applications will not be accepted on a promotional basis. |
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| MINIMUM QUALIFICATIONS | NOTE: All competitors must meet the education and/or experience requirements for this examination by the application deadline date. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected. <u>Education:</u> Equivalent to completion of the 12 th grade. AND Possession of a valid certificate issued by the California Department of Health Services to practice as a Certified Nursing Assistant. [Enrollment in a Psychiatric Technician training program or Certified Nursing Assistant (CNA) program will allow applicants admittance into the examination, but they cannot be appointed until they possess a valid CNA certificate issued by the California Department of Health Services.] |
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| SPECIAL PERSONAL CHARACTERISTICS | An interest and willingness to work in a State hospital for diagnostic and treatment services; ability to handle stressful situations; patience; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance. |
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| SPECIAL PHYSICAL CHARACTERISTICS | Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, or the public. |
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| DRUG TESTING REQUIREMENTS | Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination, or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement. |
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It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

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| JOB DESCRIPTION | Under supervision, in a State Hospital, to assist licensed staff by participating in the rehabilitation treatment programs for individuals with mental disabilities; to assist forensic clients in developing and utilizing their potential for self-care and activities of daily life; and to do other related work for which training has been received. Incumbents assist licensed staff with custody tasks, which include: searching for drugs, contraband, and weapons; counting, distributing, and accounting for all utensils to prevent their use as weapons; inspecting forensic clients' mail and living areas for hazardous contraband; inspecting the facility to identify security breaches that could lead to forensic client escape; observing and intervening in forensic client behavior that may injure people, damage property, or signal an impending escape attempt; and escorting forensic clients to other areas of the facility. |
| POSITION LOCATION(S) | Positions exist at Atascadero, Coalinga, and Metropolitan State Hospitals. |
| EXAM INFORMATION | <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">Basic nursing care methods and techniques. <p>Ability to:</p> <ol style="list-style-type: none">Apply basic level-of-care services to forensic clients.Analyze situations accurately and adopt an effective course of action.Follow directions.Communicate effectively. |
| ELIGIBLE LIST INFORMATION | Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. |
| VETERANS PREFERENCE | Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT. |

GENERAL INFORMATION

For an examination without a written feature it is the competitor’s responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor’s notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor’s ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor’s personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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